

RADFORD CITY POLICE

20 Robertson Street Radford, VA 24141 540-731-3624 – www.radford.va.us/police

Patrol Operations Bureau Phone – (540) 731-3624 Fax – (540) 731-3620 Criminal Investigations Bureau
Phone –(540) 731-3627
Fax – (540) 639-0104

Complaint / Compliment Form

THE FILING OF A COMPLAINT OR COMPLIMENT INVOLVING A POLICE OFFICER WILL **NOT**HAVE ANY EFFECT ON ANY PENDING COURT PROCEEDINGS

THIS IS AN OFFICIAL POLICE DOCUMENT AND ANY FALSE STATEMENT MAY RESULT IN CRIMINAL CHARGES BEING FILED BY THE DEPARTMENT AND/OR CIVIL PROCEEDINGS BEING INITIATED BY THE OFFICER(S)

- 1. IF YOU WISH TO FILE A COMPLAINT OR COMPLIMENT REGARDING THE ACTIONS OF A POLICE OFFICER, EMPLOYEE, OR ANY ASPECT OF POLICE OPERATIONS, PLEASE:
 - A. COME TO THE POLICE DEPARTMENT AND TELL ANY EMPLOYEE THAT YOU WANT TO FILE A COMPLAINT/COMPLIMENT; OR
 - B. CALL THE DEPARTMENT OF POLICE (540-731-3624) AND EXPLAIN TO THE SUPERVISOR ON-DUTY WHY YOU CANNOT APPEAR IN PERSON AND THE FORMS WILL BE MAILED TO YOU; OR
 - C. OBTAIN THE PROPER FORM FROM THE RADFORD DEPARTMENT OF POLICE AND MAIL THE COMPLETED FORM TO:

Chief of Police Radford City Police Department 20 Robertson Street Radford, VA 24141

- 2. A SUPERVISORY OFFICER WILL ASSIST YOU COMPLETING THE FORM IF YOU SO DESIRE. THIS FORM ASKS YOU TO IDENTIFY YOURSELF AND GIVE SPECIFIC DETAILS ABOUT YOUR COMPLAINT/COMPLIMENT. YOUR COMPLAINT/COMPLIMENT CANNOT BE PROCESSED WITHOUT SUFFICIENT INFORMATION TO ALLOW AN INVESTIGATION TO BE INTIATED.
- 3. A POLICE OFFICIAL WILL THEN INVESTIGATE YOUR COMPLAINT OR DOCUMENT YOUR COMPLIMENT. YOU MAY BE CONTACTED BY THE INVESTIGATING OFFICER(s) OR SUPERVISOR AND ASKED ADDITIONAL QUESTIONS ABOUT YOUR COMPLAINT/COMPLIMENT.
- 4. IF THIS IS A COMPLAINT THE INVESTIGATION MAY BE INITIATED AFTER PENDING COURT DATES (IF APPROPRIATE) AT THE DISCRETION OF THE INVESTIGATING OFFICER(s). IF THE INVESTIGATION WILL REQUIRE AN EXTENDED PERIOD OF TIME, YOU WILL RECEIVE A LETTER DETAILING THE REASONS FOR THE DELAY.
- 5. WHEN THE INVESTIGATION OF THE COMPLAINT IS COMPLETED, THE CHIEF OF POLICE WILL REVIEW THE RESULTS OF THE INVESTIGATION, AFTER WHICH YOU WILL THEN RECEIVE A LETTER EXPLAINING THE STATUS OF YOUR COMPLAINT.

REPORT OF A COMPLAINT OR COMPLIMENT INVOLVING POLICE PERSONNEL *CONFIDENTIAL* Your Name: Your Address: Your Phone Number: (Work) (Home) Date and time of incident: Name of Officer(s) involved or other identification (i.e. Badge Number, Vehicle Number, License Plate Number, etc.) Name/Address/Phone # of any other witnesses: Statement of Allegation(s) or Compliment: *USE AND ATTACH ADDITIONAL PAGES IF NECESSARY* I UNDERSTAND THAT THIS STATEMENT WILL BE SUBMITTED TO THE CITY OF RADFORD DEPARTMENT OF POLICE AND WILL BECOME THE BASIS FOR AN INVESTIGATION IF THIS IS A COMPLAINT. FURTHER, I SINCERELY AND TRULY DECLARE AND AFFIRM THAT THE FACTS CONTAINED HEREIN ARE COMPLETE, ACCURATE, AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. FURTHER, I DECLARE AND AFFIRM THAT MY STATEMENT HAS BEEN MADE BY ME VOLUNTARILY WITHOUT PERSUASION, COERCION, OR PROMISE OF ANY KIND. I ALSO UNDERSTAND THAT, UNDER THE REGULATIONS OF THE RADFORD CITY POLICE, THE OFFICER AGAINST WHOM THIS COMPLAINT IS FILED MAY BE ENTITLED TO REQUEST A HEARING BEFORE A BOARD OF INQUIRY, BY SIGNING AND FILING THIS COMPLAINT, I HEREBY AGREE TO APPEAR BEFORE SUCH BOARD OF INQUIRY IF ONE IS REQUESTED BY THE OFFICER, AND TO TESTIFY UNDER OATH CONCERNING ALL MATTERS RELEVANT TO THIS COMPLAINT. Signature Date

Signature of person receiving complaint/compliment

Date